SECTION III--ACCOUNTING RECORDS

ILLUSTRATION 3

PURCHASE ORDER

		(OPTIONAL)			
DATE		P.O. 1		No	
		PURCHASE ORDER			
		FUNCHASE ORDER			
Vendor:			Ship ⁻	Ship To:	
Ship Via: F.O.B		Tax Exempt # Charge Tax			
					Quantity Ordered
Oldered	Neceived	Description	FIICE	LXIGHSIOH	
Fund	Account	Pudget Authorization			
		Budget Authorization	Business Manager	Date	
			3.5		
		Purchase Authorization			
		Purchase Authorization	Designated Person	Date	
			Doolghated 1 crock	Date	
		_			
White - Vendor Copy		Merchandise Receipt	Donortmont II	D-4-	
Yellow - Business Manager Pink - Receiving Document			Department Head	Date	
Reconving	2 Journal II				